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18 March 1955

MEMORANDUM FOR: Colonel White

SUBJECT : Headquarters Support for WH Division Field Stations

1. The reference memo from Chief of Operations, DD/P, was referred to the Comptroller for comment on two points:

a. The field complained that the Budget Handbook and instructions contained therein were too difficult to understand and the reports required were too time consuming.

b. Currency had been sent to the Stations without cost rates being furnished.

2. The answer from the Comptroller indicates that:

a. The Budget Handbook segregates procedures into three categories. It is possible that the WH Division Budget Officer may have directed some of the Stations to use an allotment procedure which is too complicated for their needs. It is recommended that the WH Division Budget Officer review his Stations and revise the requirements, if necessary, so that the smaller Stations could follow a more simple method.

b. In checking with the Monetary Branch only one instance was disclosed in the last eight months in which funds were transmitted to a WH Field Station without applicable rates of exchange being given. In this case an appropriate rate was sent on as soon as the oversight was discovered.

3. It is recommended that this memo from the Comptroller be forwarded to the Chief of Plans, DD/P, via the Office of the Special Support Assistant to the Deputy Director (Support).

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4. As you know, [REDACTED] of the Finance Division is leaving about 1 April on a tour of South America. Would you like to see him before he goes and/or after he gets back, or is there anything special you would like him to look at as he visits the various Stations?

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